

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 67 AND 367  
HUNTINGTON, INDIANA

January 1, 2004 to December 31, 2004





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## OFFICIALS

### Office

### Official

### Term

Chairman, Bureau of Motor  
Vehicles Commission

Gerald Coleman  
Mary DePrez  
Joel Silverman

01-06-02 to 02-29-04  
03-01-04 to 01-09-05  
01-10-05 to 01-11-09

Branch Manager

Susanne K. Kline

01-01-04 to 12-31-05



# STATE OF INDIANA

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 67 and 367 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 30, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBERS 67 AND 367  
 HUNTINGTON, INDIANA  
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS  
 January 1, 2004 to December 31, 2004

	Branch Number 67	Branch Number 367	Totals (Memorandum Only)
Collections:			
Registrations	\$ 3,584,333	\$ 302,216	\$ 3,886,549
Titles	530,490	60,580	591,070
Drivers licenses	147,887	12,610	160,497
Watercraft	96,997	5,135	102,132
Miscellaneous	<u>532</u>	<u>15</u>	<u>547</u>
Totals	<u>\$ 4,360,239</u>	<u>\$ 380,556</u>	<u>\$ 4,740,795</u>
Distributions:			
State fees	\$ 1,689,365	\$ 167,688	\$ 1,857,053
County tax	2,248,770	177,505	2,426,275
Commission fees	<u>422,104</u>	<u>35,363</u>	<u>457,467</u>
Totals	<u>\$ 4,360,239</u>	<u>\$ 380,556</u>	<u>\$ 4,740,795</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 67 AND 367  
HUNTINGTON, INDIANA  
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch

This report contains financial and statistical information for both Huntington License Branch Number 67 and Warren License Branch Number 367. The Warren License Branch is a satellite branch of the Huntington License Branch. The Warren License Branch has limited hours of operation and all personnel and support are provided by the Huntington License Branch.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBERS 67 AND 367  
 HUNTINGTON, INDIANA  
 STATISTICAL INFORMATION  
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Branch Number 67</u>	<u>Branch Number 367</u>	<u>Totals (Memorandum Only)</u>
Vehicle registrations:			
Passenger	19,759	1,546	21,305
Motorcycle	993	89	1,082
RV (housecar)	478	45	523
Light truck	8,815	869	9,684
Other truck	372	23	395
Farm truck	207	46	253
Tractor	113	20	133
Trailer	3,707	371	4,078
Semitrailer	570	52	622
School and church bus	16	2	18
Other bus	13	-	13
Other	27	3	30
Total vehicle registrations	<u>35,070</u>	<u>3,066</u>	<u>38,136</u>
Drivers licenses and permits:			
Drivers licenses/learners permits	6,282	503	6,785
CDL licenses/CDL permits	580	50	630
Placards	706	62	768
Other	3,748	328	4,076
Total drivers licenses and permits	<u>11,316</u>	<u>943</u>	<u>12,259</u>
Titles:			
Vehicles	11,026	842	11,868
Watercraft	157	9	166
Total titles	<u>11,183</u>	<u>851</u>	<u>12,034</u>
Total watercraft registrations	<u>1,418</u>	<u>86</u>	<u>1,504</u>



STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 67 AND 367  
HUNTINGTON, INDIANA  
EXIT CONFERENCE

The contents of this report were discussed on November 30, 2005, with Susanne K. Kline, Branch Manager. Our examination disclosed no material items that warrant comment at this time.